User Manual for “User” user type

Psupport

List of contents

Logon to the system 3
Monthly schedule 4
- Add day/period of absence 4
- Edit/delete day/period of absence 5
- Print Preview 6

Employee List 7
Own Status 8
- User Data 8
- Change Password 8
- My Statistics 8
- Exact absence dates 10
- Exact vacations dates 11
- Settings 12

Logon to the system

To log into the system use the email address and the password set up for your user.

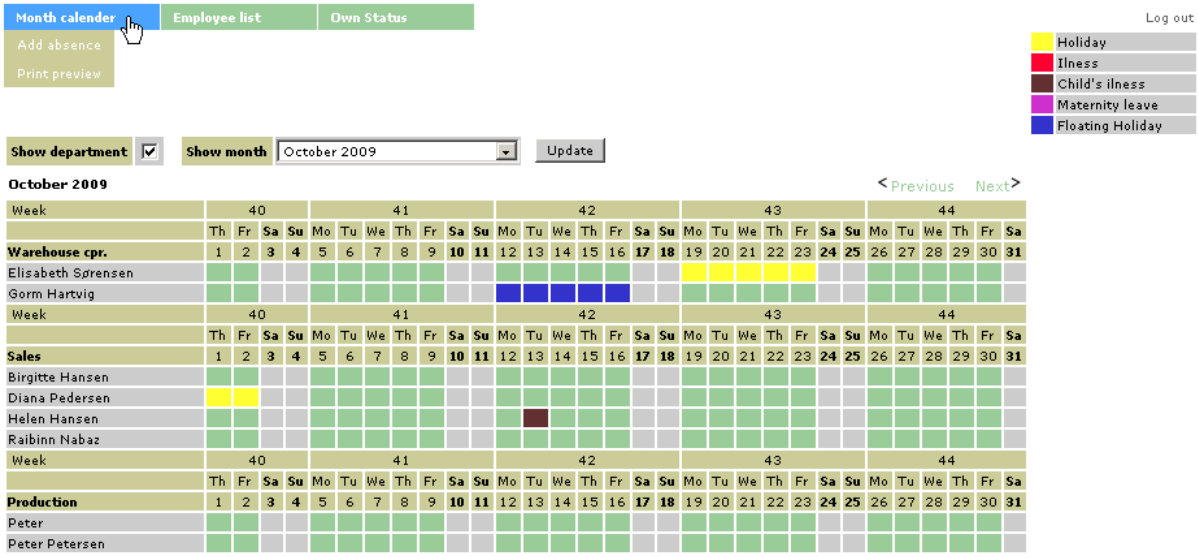
You log on via web address www.psupport.dk

Example

Email: jens@psupport.dk
Password: 123Jens

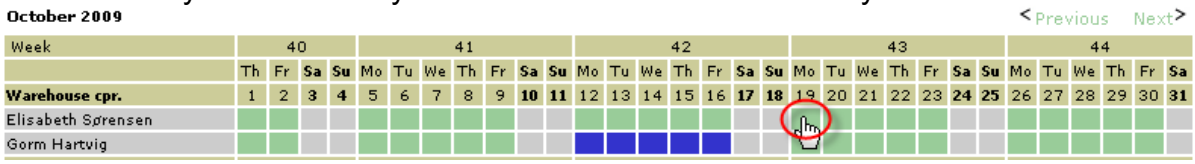
Monthly schedule

The monthly schedule is the part of Psupport where absences are registered; you can also make changes to absence registrations here.

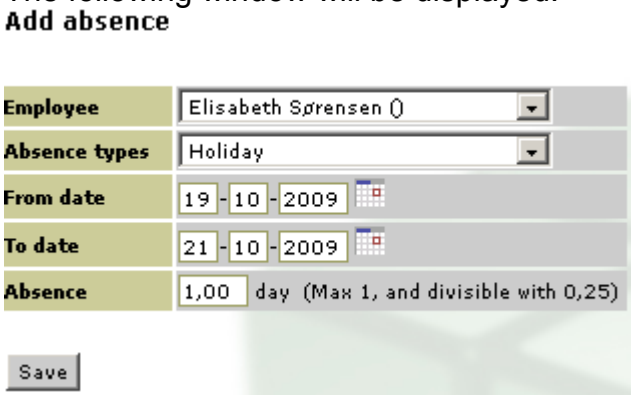


Add day/period of absence

Click on a day in the monthly schedule to add an absence day.

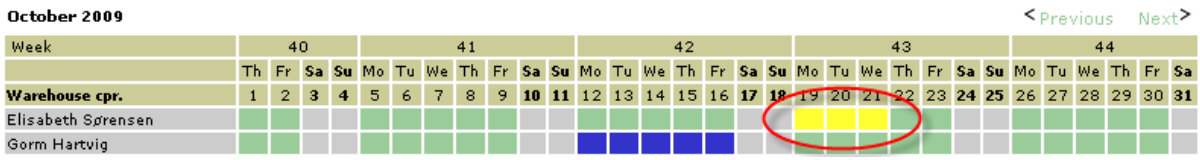


The following window will be displayed.



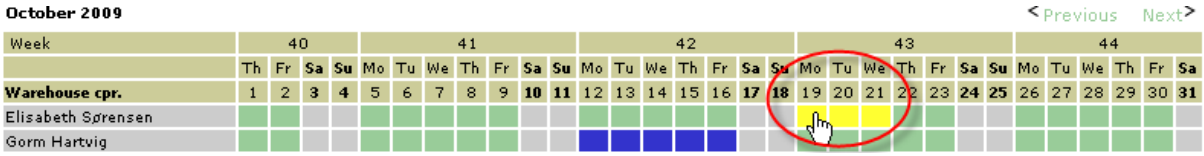
Now select the required absence type, from date, to date (only complete the “to date” if you wish to register a period) and whether the absence should be entered as a ¼ - ½ - ¾ or a full day. Finish with “Save”.

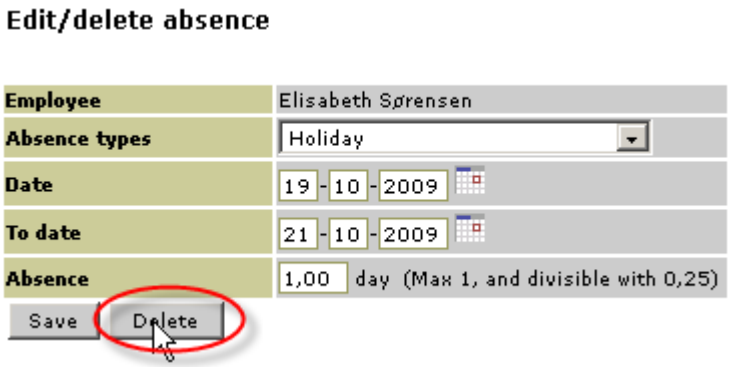
The entry will now be displayed on the monthly schedule.


October 2009
Previous Next
Week 40 41 42 43 44
Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
Warehouse cpr. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Elisabeth Sørensen
Gorm Hartvig

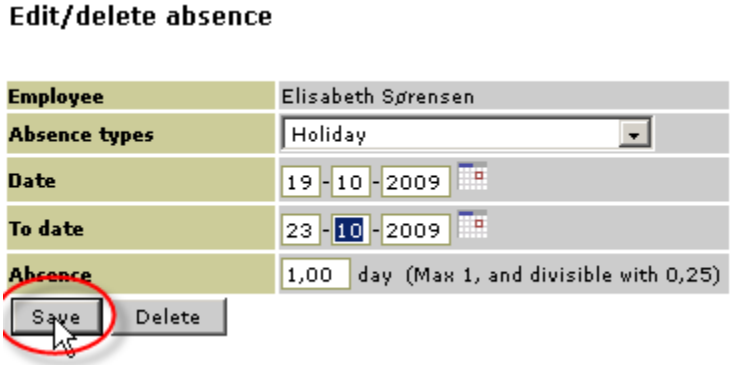
Edit/delete day/period of absence

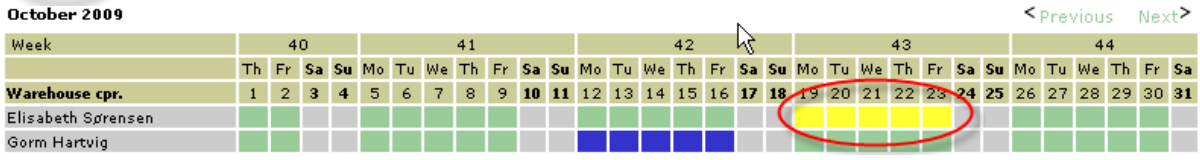
If you wish to delete or edit a period of absence, click on the day/period you wish to delete/edit.


October 2009
Previous Next
Week 40 41 42 43 44
Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
Warehouse cpr. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Elisabeth Sørensen
Gorm Hartvig



Clicking “Delete” deletes the period.




October 2009
Previous Next
Week 40 41 42 43 44
Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
Warehouse cpr. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Elisabeth Sørensen
Gorm Hartvig

You can change a period by changing the date and clicking on “Save”.

Print Preview

Click on “Print Preview” to display a print preview of the monthly schedule.

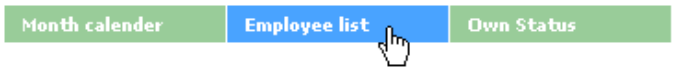
f: Holiday S: Ilness P: Child's ilness B: Maternity leave D: Floating Holiday

October 2009																													
Week	40				41							42							43							44					
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Warehouse cpr.	1	2	**3**	**4**	5	6	7	8	9	**10**	**11**	12	13	14	15	16	**17**	**18**	19	20	21	22	23	**24**	**25**	26	27	28	29	30	**31**
Elisabeth Sørensen			x	x						x	x						x	x	f	f	f	f	f	x	x						x
Gorm Hartwig			x	x						x	x	D	D	D	D	D	x	x						x	x						x
Week	40				41							42							43							44					
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Sales	1	2	**3**	**4**	5	6	7	8	9	**10**	**11**	12	13	14	15	16	**17**	**18**	19	20	21	22	23	**24**	**25**	26	27	28	29	30	**31**
Birgitte Hansen			x	x						x	x						x	x						x	x						x
Diana Pedersen	f	f	x	x						x	x						x	x						x	x						x
Helen Hansen			x	x						x	x		P				x	x						x	x						x
Raibinn Nabaz			x	x						x	x						x	x						x	x						x
Week	40				41							42							43							44					
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Production	1	2	**3**	**4**	5	6	7	8	9	**10**	**11**	12	13	14	15	16	**17**	**18**	19	20	21	22	23	**24**	**25**	26	27	28	29	30	**31**
Peter			x	x						x	x						x	x						x	x						x
Peter Petersen			x	x						x	x						x	x						x	x						x

The result can be printed out directly from your browser.

Employee List

When you log into the system as a “user” user type you can view selected data for the employees.

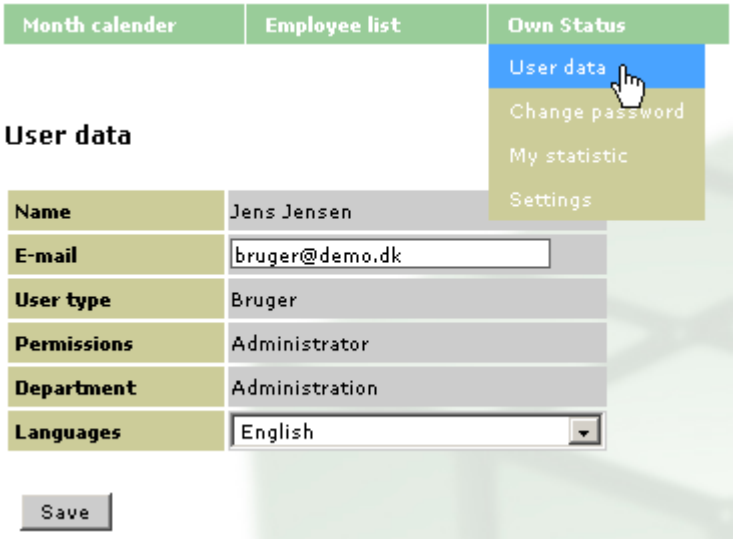


Employee no.	Name	User type	Department	E-mail	Date of employment	Resigned
	Elisabeth Sørensen	Gæst	Warehouse cpr.			
	Anne-Marie	Administrator	Administration	am@am.dk	01.06.2004	
	demo demo	Administrator	Ingen	demo@demo.dk		
	Helen Hansen	Gæst	Sales			
	Diane Jensen	Gæst	Warehouse cpr.			02.03.2006
	Dorthe	Administrator	Administration	db@db.dk	01.05.2008	
	Poul Andersen	Administrator	Administration	pda@pda.dk	01.01.2007	
	Jacob Dahl Nielsen	Administrator	Administration	jn@demo.dk		
	Birgitte Hansen	Gæst	Sales			
	Jens Jensen	Bruger	Administration	bruger@demo.dk	01.10.2008	
	Raibinn Nabaz	Administrator	Sales	rn@psupport.dk	01.01.2007	
	Ellen Vestergaard	Administrator	Administration	EV@EV.DK	01.01.2009	
	Diana Pedersen	Gæst	Sales			
	Michael Storm	Bruger	Administration	ms@personaleleasing.dk	01.01.2004	20.11.2004
	Peter	Administrator	Production	pm@pm.dk	01.04.2009	
	Steen Tester	Administrator	Administration	sh@demo.dk	30.11.2001	
	Jacob Højbjerg	Administrator	Administration	jacob@personaleleasing.dk		
	Søren Frederiksen	Administrator	Administration	sf@sf.dk	01.01.2009	
	Morten Kok	Administrator	Administration	kokmaster@ofir.dk	12.10.2008	
0508	Viggo jul	Gæst	HR	guest@demo.dk	20.10.2008	
1000-8	Peter Petersen	Gæst	Production			
1123-65	Steen Hartvig	Administrator	Administration	sh@sh.dk	01.06.2000	
16	Louise	Administrator	Administration		01.08.2008	
1712-74	Gorm Hartvig	Administrator	Warehouse cpr.	gh@gh.dk	17.10.2007	
D13J10	supervisor demo	Superuser	Administration	supervisor@demo.dk	11.01.2005	

Own Status

You can view various details for your own user in the “Own Status” menu.

User Data



You can check how your user is defined in the system under the “User data” menu. You can edit “Email” and “Language”.

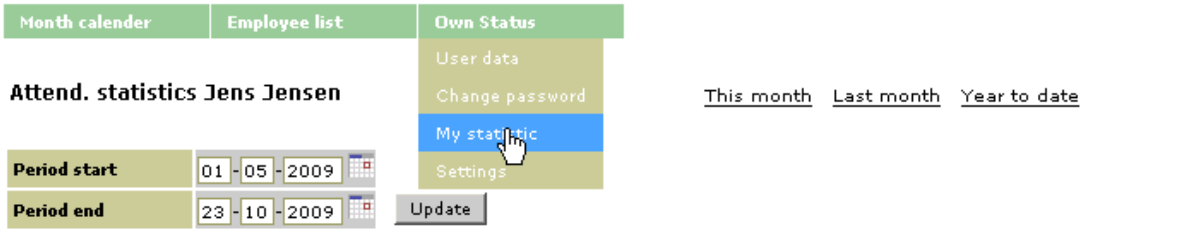
NB! Email is your username when logging into the system.

Passwords can be edited in the “Change password” menu.

Change Password

My Statistics

The My Statistics menu shows your personal attendance statistics along with holiday entitlement, and taken and remaining holidays.



Workdays in the period : 119

Description	Number of days	Percent
Holiday	6,00	5%
Sum	**6,00**	**5%**

View Status View Dates

Absence types	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Holiday	0,00	1,00	1,00	1,00	1,00	2,00	0,00
Sum	**0,00**	**1,00**	**1,00**	**1,00**	**1,00**	**2,00**	**0,00**

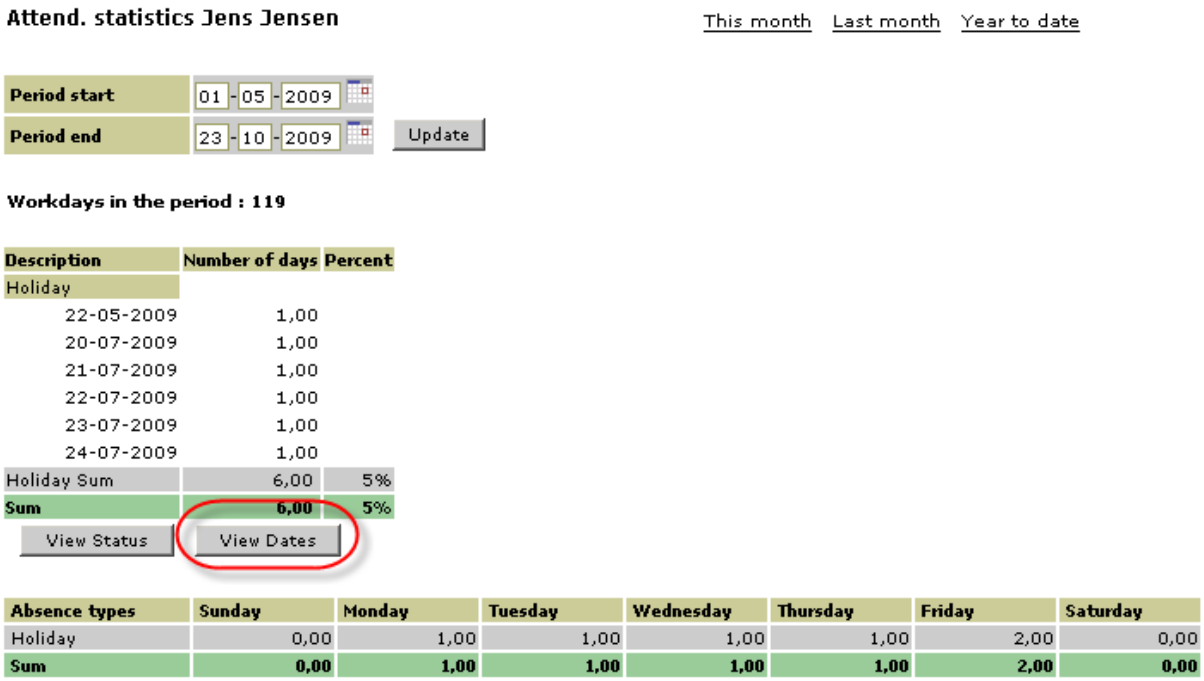
Export to Excel

Holidays Jens Jensen

	Accumulated		Used		Remain		
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum
Jens Jensen	6,28	1,25	6,00	2,00	0,28	-0,75	**-0,47**

Exact absence dates

If you wish to view the exact absence dates, select “View Dates". For example, the below shows that “Jens Jensen” have had six days of Holiday, during the selected period between 1-5-2009 and 23-10-2009.



Attend. statistics Jens Jensen

This month Last month Year to date

Period start	01 - 05 - 2009
Period end	23 - 10 - 2009 Update

Workdays in the period : 119

Description	Number of days	Percent
Holiday		
22-05-2009	1,00	
20-07-2009	1,00	
21-07-2009	1,00	
22-07-2009	1,00	
23-07-2009	1,00	
24-07-2009	1,00	
Holiday Sum	6,00	5%
Sum	**6,00**	5%

View Status View Dates

Absence types	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Holiday	0,00	1,00	1,00	1,00	1,00	2,00	0,00
Sum	**0,00**	**1,00**	**1,00**	**1,00**	**1,00**	**2,00**	**0,00**

Export to Excel

Holidays Jens Jensen

	Accumulated		Used		Remain		
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum
Jens Jensen	6,28	1,25	6,00	2,00	0,28	-0,75	**-0,47**

Clicking on the “View Status” button will take you back to the starting window.

Exact vacations dates

If you wish to view the exact vacations dates, click on the “Name”. For example, the below shows the exact vacations days for “Jens Jensen”

Holidays Jens Jensen

	Accumulated		Used		Remain		
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum
Jens Jensen	6,28	1,25	6,00	2,00	0,28	-0,75	**-0,47**

The below screen will now appear.

Month calender	Employee list	Own Status

Specifikation of vacation for Jens Jensen

Accumulated	2008	Update

Vacation earned from 01.01.2008 - 31.12.2008

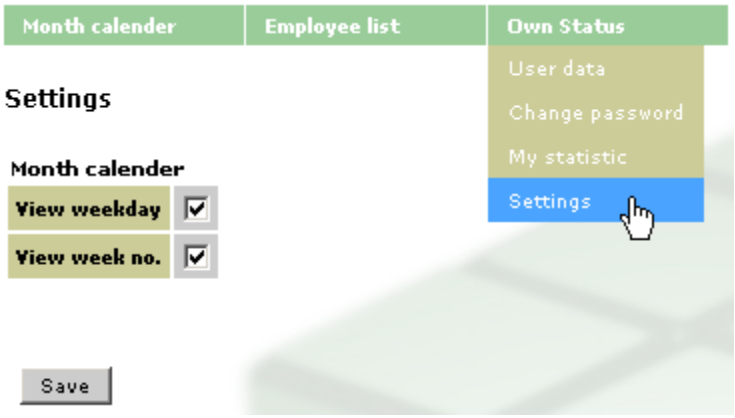
Used: 01.05.2009 - 30.04.2010

Holiday		
Transferred	0,00	
Accumulated 2008	6,28	
Sum		6,28
22.05.2009	1,00	
20.07.2009	1,00	
21.07.2009	1,00	
22.07.2009	1,00	
23.07.2009	1,00	
24.07.2009	1,00	
Used		6,00
Planed		0,00
Sum		6,00
Remain Holiday		0,28

Used: 01.01.2009 - 31.12.2009

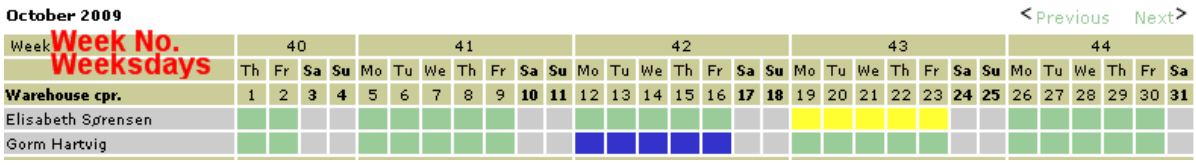
Floating Holiday		
Transferred	0,00	
Accumulated 2008	1,25	
Sum		1,25
19.01.2009	1,00	
03.03.2009	1,00	
Used		2,00
Planed		0,00
Sum		2,00
Remain Floating Holiday		-0,75

Settings



You can define how the monthly schedule should be shown under Settings.

If the “View Weekday” and “View Week Number” boxes are ticked, weekday and week number are displayed in the monthly schedule.


October 2009
Previous
Next
Week
Week No.
Weeksdays
40
41
42
43
44
Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
Warehouse cpr.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Elisabeth Sørensen
Gorm Hartvig